



Project Running Start

A Collaboration between New Hampshire Community
Technical College and Secondary Education Institutions

AGREEMENT

CONTENTS:

- Introduction
- Responsibilities of the NHCTC Department Chair
- Responsibilities of the NHCTC Faculty Partner
- Responsibilities of the NHCTC Administration
- Responsibilities of the High School Faculty Partner
- Responsibilities of the High School Administration
- Responsibilities of the NHCTC Project Running Start Coordinator

INTRODUCTION

The purpose of this agreement is to establish the procedures and guidelines necessary for students at the high school level to receive college credit for the college level courses they successfully complete through Project Running Start.

Project Running Start is intended to recognize the excellent teaching and student performance at the high school level. Courses offered through Project Running Start will have content/competencies, resource materials and textbooks agreed upon by both the high school and college administration and faculty. High school students who decide to pursue dual credit (both high school and college) will take these pre-approved courses.

In order to receive college credit for Project Running Start courses, it will be necessary for students to register through the college. The cost to each student is one hundred dollars and the cost of the textbook(s) if the high school does not provide them. This essentially pays for processing fees at the college. Students choosing to participate in Project Running Start for college credit should register early in the semester. Any student who has paid the fee but decides to drop the course within the first two weeks of registration may be eligible for a refund.

The high school and NHCTC faculty will work together to accomplish the goals of Project Running Start. The NHCTC faculty partner may be a Department Chair or a designated faculty member. The high school faculty partner will be recommended by the high school principal. Each faculty partner is expected to initiate and foster a sense of collegiality, to collaborate in order to improve pedagogical skills, to explore and respect each other's educational cultures and to help students meet curricular expectations.

Administrators at NHCTC and at the high schools have a responsibility to collaborate with the faculty partners and the Project Running Start Coordinator to accomplish the goals of the Project.

NHCTC DEPARTMENT CHAIR'S RESPONSIBILITIES:

1. Forward course materials (syllabus, textbooks, assessment tools and additional pertinent resources) to the Running Start Coordinator as requested.
2. Designate the faculty member who will review the educational materials that will be used at the high school level (if different from those being used at the College).
3. Identify the NHCTC faculty member who will serve as the high school teacher's partner throughout the course.
4. Communicate with the Running Start Coordinator throughout the delivery of the course.
5. Provide guidance and assistance on department issues and concerns as requested by the NHCTC faculty partner.
6. Review all Course Evaluation Forms (by student, teacher and faculty partner).

NHCTC FACULTY PARTNER RESPONSIBILITIES:

Faculty Partner Responsibilities: Given that the College Faculty Partner will monitor the delivery of his/her institution's course at the high school level, the College Faculty Partner will assume the following responsibilities:

1. For a new course, meet with the high school faculty partner personally before the beginning of the course to ensure that the course and labs have parity and consistency and meet the same course outcomes as the NHCTC course. In addition, the partners will exchange syllabi, supplementary materials, instructor texts, sample work, exams, etc., and discuss any modifications, if needed, to fit into high school environment.

For a repeat course, contact the high school faculty partner (personally, e-mail, phone, or teleconference) within three weeks of the start of the course to ensure that previously agreed upon course outcomes, supplementary materials, exams, etc are still viable. If either the high school or college partner anticipates significant changes to the course, he/she should contact the respective faculty partner before the course begins.

2. Be available to the high school faculty partner to provide guidance about the content and structure of the course throughout the high school semester calendar.
3. Collaborate with the Project Running Start Coordinator and act as a liaison with the high school to resolve questions and concerns. Coordinate with the college's Vice President of Academic Affairs when issues cannot be resolved.
4. Communicate with the high school faculty partner through phone, e-mail, teleconference or in person at least twice more before the end of the course (mid-semester and prior to final exam is recommended). Discussion should cover areas of course content and materials, evaluation methods, and students' success in meeting learning outcomes, and assessment instruments used to ensure that course outcomes are being accurately measured.
5. In addition to above, for a new class, visit at least one class session on site at a mutually agreeable time prior to mid-semester. For a repeat class visit at least one class session on site at a time deemed appropriate by the partners. In each instance above, the college faculty partner should apprise the class of the significance of the course in the college curriculum, and invite the high school faculty partner to observe a class conducted by the partner on the NHCTC campus. In each instance above, the college faculty partner will

provide the high school faculty partner with feedback from the in-class visit. For purposes of this visit the College Faculty Partner will use the NHCTC System Classroom Observation Form.

6. Running Start Coordinators will collect all Course Evaluation Forms (Form D) from students and the Running Start Partnership Evaluation (Form C) filled out by the high school partner and forward both to the Vice President of Academic Affairs. The faculty partner will complete the Running Start Partnership Evaluation (Form F) and forward it to the Vice President of Academic Affairs. Depending on results of evaluations, one of two actions will then take place:

- a. Satisfactory Evaluations: If, in consultation with the faculty partner, the Vice President of Academic Affairs or the respective Department Head/Program Coordinator deems the evaluations satisfactory, the college partner will contact the high school partner and indicate that all evaluation forms will be forwarded at the conclusion of the course.

OR

- b. Unsatisfactory Evaluations: If, in consultation with the faculty partner, the Vice President of Academic Affairs or the respective Department Head/Program Coordinator deems the evaluations unsatisfactory, the individuals designated above will determine appropriate action, including possibly meeting personally with the high school principal and the High School Partner.

7. Submit to the Running Start Coordinator (with copy to VPAA and Department Head) the checklist of responsibilities showing date and mode of communication for the following:

- Initial contact with high school partner
- Two subsequent contacts with high school partner (personal, e-mail, phone, or teleconference)
- Classroom visit and feedback to high school faculty partner (can be counted as one of the “contacts” specified in #2 above)
- Review of various Evaluation Forms as indicated in #6 above, no later than two weeks after the end of the course.

OTHER NHCTC ADMINISTRATIVE RESPONSIBILITIES:

1. VP, ACADEMIC AFFAIRS: Ensure the quality of all Project Running Start courses.
2. ADMISSIONS: Assist high schools in marketing Project Running Start courses.
3. REGISTRAR: Generate rosters, process and mail grades to students upon completion of the course.
4. BUSINESS OFFICE: Manage financial transactions regarding Project Running Start courses.
5. NHCTC SYSYEM OFFICE: Distribute vouchers to Project Running Start High Schools, including summer course catalogs

HIGH SCHOOL FACULTY PARTNER RESPONSIBILITIES:

1. Discuss Project Running Start with your principal and/or guidance department to seek internal approval and support.
2. Contact the Project Running Start Coordinator to:
 - a) Request the syllabus for the specific list of course competencies
 - b) Submit your resume and college transcript to NHCTC VP of Academic Affairs
 - c) Arrange for students to take the Accuplacer assessment for English and math courses
 - d) Request a Project Running Start Course Agreement Form
3. Market Project Running Start and the opportunity to earn college credits to your students. The Project Running Start Coordinator can supply you with letters to parents and students.
4. Distribute Registration forms to students at the beginning of the semester and collect Registration forms and fees- \$100.00 per student. This will be done through the high school office and forwarded to NHCTC. Students who wish to drop the course within the first two weeks of registration are eligible for a refund.
5. Make contact with the NHCTC faculty partner at least twice during the semester.
6. Distribute course evaluations at the end of the course.
7. Submit students' grades to NHCTC.
8. Complete a course evaluation form after the course has ended.

HIGH SCHOOL ADMINISTRATION RESPONSIBILITIES:

1. Support Project Running Start within the community and to the high school students and faculty, making clear its philosophy and goals, and soliciting feedback from those communities.
2. Act as a liaison between the high school students, parents, faculty partners, community and the Project Running Start Coordinator.
3. Recommend courses and qualified teachers for inclusion in the Project.
4. Support high school faculty partners.
5. Oversee Project Running Start at the high school, including assisting with acquisition of texts and completion of registration forms.
6. Collaborate with the Project Running Start Coordinator to resolve questions and concerns.

NHCTC PROJECT RUNNING START COORDINATOR RESPONSIBILITIES:

1. Assist the Associate Vice President of Academic Affairs and Department Chairs in the recruitment of potential high school adjunct instructors.
2. Coordinate exchange of curriculum information between the college faculty and the high school's Running Start adjunct faculty.
3. Facilitate completion of the Running Start Course Approval Form and its distribution to the appropriate parties.
4. Administer at the high school or coordinate at the college the Accuplacer assessment for English and math courses.
5. Assist in marketing Project Running Start courses at the high school.
6. Coordinate all formal paperwork needed to document the Running Start course:
 - Course Approval Forms
 - Timeline/Check List
 - Registration
 - Rosters
 - Grades
 - Add/drop forms
 - Evaluation forms
7. Visit the Project Running Start classroom when appropriate.
8. Collaborate with the NHCTC faculty partner to resolve questions and concerns.
9. Review course evaluations and seek suggestions for improvement in the delivery of the course.
10. Coordinate the NHCTC college faculty stipend process.